

LEGAL SUPPORT SUPERVISOR I

DEPARTMENTAL PROMOTIONAL STATEWIDE



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

July 13, 2012 - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)

HOW TO APPLY

All applicants must complete and return the entire examination packet by the **final filing date**. The examination packet **must** include the following:

- [Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Questionnaire](#)
- [Conditions of Employment](#)

To download the examination packet, please click on one of the links above.

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, Suite 720
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE
VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$3507 - \$4264

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CONTINUE TO THE NEXT PAGE

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include “to” and “from” employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.
MINIMUM QUALIFICATIONS	<p>EITHER I</p> <p>One year of experience in the California state service performing secretarial duties of a Senior Stenographer, Legal, Range B or Senior Typist, Legal, Range B.*</p> <p>OR II</p> <p>Three years of experience in legal stenographic and/or clerical work, at least one year of which shall have been in a responsible position performing a variety of difficult stenographic and/or clerical work or in a supervisory capacity. (Experience in California state service applied toward the specialized one-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Stenographer, Legal, Range B.) (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)</p> <p>*Note: Legal Secretary classification will be approved under Pattern I to meet minimum requirements.</p>
DEFINITION OF TERMS	“Performing duties of”...”or experience in the class of” For these requirements the applicant must have been appointed to and working in the classification for the specified amount of time.
POSITION DESCRIPTION	A Legal Support Supervisor I supervises the work of a legal secretarial support staff of approximately 5 to 15 providing legal support services to a large professional staff of attorneys. Legal Support Supervisor I may perform responsible legal secretarial work in addition to supervision of a legal support team.
EXAMINATION INFORMATION	<p>The examination will consist of a Training and Experience Questionnaire and is the sole component of the Legal Support Supervisor I examination. To obtain a position on the eligible list a minimum score of 70% must be received.</p> <p>Training and Experience Questionnaire – Weighted 100%</p> <p>The Training and Experience Questionnaire process will measure the quality and breadth of experience in the following competencies:</p> <ul style="list-style-type: none"> • Document Creation and Editing • Electronic Filing • Technical Expertise
SPECIAL PERSONAL CHARACTERISTICS	A demonstrated interest in assuming increasing responsibility.
ADDITIONAL DESIRABLE QUALIFICATIONS	Ability to take dictation involving legal terms at 90 words a minute. Education equivalent to completion of the twelfth grade.
ADDITIONAL REQUIREMENTS	Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.
VETERANS PREFERENCE CREDITS/ CAREER CREDITS	Veteran's preference credits or Career credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039



California Department of Justice

Legal Support Supervisor I

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Legal Support Supervisor I. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Legal Support Supervisor I position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 3 sections:

- Document Creation and Editing
- Electronic Filing
- Technical Expertise

The T&E Questionnaire is the sole component of the Legal Support Supervisor I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Ellen Hickerson
Testing and Selection Unit
(916)322-9761
Ellen.Hickerson@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application by **the final filing date** to be considered for this examination process.

The completed Training and Experience Questionnaire and Standard State Application must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Task Area 1: Document Creation and Editing

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

- 1. Proofread the work of others (e.g., documents, memos, letters) to ensure that they are grammatically correct and properly formatted according to the rules of English grammar.**

Considering your work experience within the last two years, how often have you performed the above task?

- a) One or more times per week.
- b) One or more times per month, but less than weekly.
- c) One or more times per quarter, but less than monthly.
- d) One or more times per year, but less than quarterly.
- e) Less than once per year.
- f) Never, but willing to learn.

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

2. Review legal documents (e.g., pleadings, briefs, forms) from assigned attorneys to ensure that they are complete and properly formatted in accordance with state and federal court rules (e.g., California Style Manual and Harvard Blue Book).

Considering your work experience within the last two years, how often have you performed the above task?

- a) I have performed this task **extensively** (i.e., daily).
- b) I have performed this task **regularly** (i.e., weekly).
- c) I have performed this task **occasionally** (i.e., monthly).
- d) I have not performed this task, but would be willing to learn.

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

3. **Compose original memos, letters or other standard forms of communication (excluding email messages) for the purpose of communicating with clients, attorneys, court staff, and members of the general public.**

How would you describe your readiness to perform the above task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have some experience performing this task but I could benefit from additional training.
- c) I have performed this task many times and do not require any additional training.
- d) This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have performed this task occasionally but it was not a major part of my job(s).
- c) This task was a major part of one or more of my jobs and I performed it several times a week.
- d) This task was a major part of one or more of my jobs and I performed it on a daily basis.

What is the highest level of independence you have been given when performing this task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have observed others performing this task and now have a general understanding.
- c) I have performed this task with the assistance of my supervisor or co-workers.
- d) I have performed this task by myself without co-worker assistance.

4. Type and format pleadings and briefs according to the various rules of the different courts.

Considering your work experience within the last two years, how often have you performed the above task?

- a) I have performed this task **extensively** (i.e., daily).
- b) I have performed this task **regularly** (i.e., weekly).
- c) I have performed this task **occasionally** (i.e., monthly).
- d) I have not performed this task, but would be willing to learn.

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

Task Area 2: Electronic Filing

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

5. Organize and update a file of pleadings, correspondence, and other case-related documents in ProLaw.

Considering your work experience within the last two years, how often have you performed the above task?

- a) I have performed this task **extensively** (i.e., daily).
- b) I have performed this task **regularly** (i.e., weekly).
- c) I have performed this task **occasionally** (i.e., monthly).
- d) I have not performed this task, but would be willing to learn.

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

6. Maintain case-related contacts including opposing counsel, expert witnesses, courts, etc. in ProLaw.

Considering your work experience within the last two years, how often have you performed the above task?

- a) I have performed this task **extensively** (i.e., daily).
- b) I have performed this task **regularly** (i.e., weekly).
- c) I have performed this task **occasionally** (i.e., monthly).
- d) I have not performed this task, but would be willing to learn.

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

7. File legal documents with the courts using electronic case filing systems (e.g., federal courts' Case Management/ECF system, LexisNexis File and Serve).

How would you describe your readiness to perform the above task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have some experience performing this task but I could benefit from additional training.
- c) I have performed this task many times and do not require any additional training.
- d) This is an area of expertise for me and I have trained others in how to perform this task.

8. File legal documents with the courts using fax filing.

How would you describe your readiness to perform the above task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have some experience performing this task but I could benefit from additional training.
- c) I have performed this task many times and do not require any additional training.
- d) This is an area of expertise for me and I have trained others in how to perform this task.

Task Area 3: Technical Expertise

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

9. Research and apply local, state, federal, and/or administrative rules of court (all levels).

Considering your work experience within the last two years, how often have you performed the above task?

- a) One or more times per week.
- b) One or more times per month, but less than weekly.
- c) One or more times per quarter, but less than monthly.
- d) One or more times per year, but less than quarterly.
- e) Less than once per year.
- f) Never, but willing to learn.

In your work experience, how frequently have you performed this task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have performed this task occasionally but it was not a major part of my job(s).
- c) This task was a major part of one or more of my jobs and I performed it several times a week.
- d) This task was a major part of one or more of my jobs and I performed it on a daily basis.

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

- 10. Conduct research on administrative issues (e.g., travel reimbursement procedures, invoice processing, Administrative Bulletins) using DOJ Intranet and control agency websites (e.g., SPB, DPA, EDD).**

How would you describe your level of expertise in the above task?

- a) I have advanced skills in this area; I can perform this task with no additional training.
- b) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- c) I have introductory skills in this area; I can perform this task with supervision.
- d) I have little or no expertise related to this task but would be willing to learn.

What is the highest level of independence you have been given when performing this task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have observed others performing this task and now have a general understanding.
- c) I have performed this task with the assistance of my supervisor or co-workers.
- d) I have performed this task by myself without co-worker assistance.

- 11. Read and interpret reports, memos, manuals, and other publications (e.g., State Administrative Manual (SAM), Administrative/Management Bulletins, court updates) to determine effect on work unit.**

Considering your work experience within the last two years, how often have you performed the above task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I occasionally read this information.
- c) I regularly read this information.
- d) I occasionally read information and share my findings with others.
- e) I regularly read information and share with others.
- f) I regularly read and deliver formal presentations on topic.

12. Coordinate, delegate and review work of co-workers to ensure tasks are being completed efficiently and accurately (e.g., serving as lead on major project, mentoring/training students).

Considering your work experience within the last two years, how often have you performed the above task?

- a) One or more times per week.
- b) One or more times per month, but less than weekly.
- c) One or more times per quarter, but less than monthly.
- d) One or more times per year, but less than quarterly.
- e) Less than once per year.
- f) Never, but willing to learn.

How would you describe your readiness to perform the above task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have some experience performing this task but I could benefit from additional training.
- c) I have performed this task many times and do not require any additional training.
- d) This is an area of expertise for me and I have trained others in how to perform this task.

13. Identify/analyze problems and concerns related to work unit operations and recommend a formal plan of action to supervisor.

Considering your work experience in the last 2 years, how many times have you performed the above task?

- a) Never but willing to learn
- b) 1 – 5 times
- c) 6 – 10 times
- d) 11 + times

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

14. Assist in implementing major new processes or procedures to increase efficiency and effectiveness (e.g., ProLaw Version 11).

Considering your work experience in the last 2 years, how many times have you performed the above task?

- a) Never but willing to learn
- b) 1 – 5 times
- c) 6 – 10 times
- d) 11 + times

How would you describe your level of expertise in the above task?

- a) I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.
- b) I have advanced skills in this area; I can perform this task with no additional training.
- c) I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- d) I have introductory skills in this area; I can perform this task with supervision.
- e) I have little or no expertise related to this task but would be willing to learn.

What is the highest level of independence you have been given when performing this task?

- a) I have little or no experience performing this task but I would be willing to learn.
- b) I have observed others performing this task and now have a general understanding.
- c) I have performed this task with the assistance of my supervisor or co-workers.
- d) I have performed this task by myself without co-worker assistance.

15. I am proficient (i.e., require no further training) in using the following: (select all that apply)

CaseMap
TextMap
ProLaw
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Adobe Acrobat (creating/editing, not reading)
GroupWise (including full calendar functioning)
DOJ Intranet
Cite Checking (e.g., using LexisNexis or WestLaw/WestCheck)
CalATERS

16. Considering your previous work experience within the last two years, which of the following tasks have you performed? (select all that apply)

Delivered a formal presentation at work
Served on a special committee (e.g., health and safety, Green)
Served as floor support (e.g., ProLaw upgrade, Word migration)
Served on a team project (e.g., class action, death penalty, MSJ)
Served as team lead
Served as lead trainer
Served as back-up supervisor
Led and facilitated a team meeting
Coordinated a special event (e.g., office tour)

17. Which of the following training classes have you completed? (select all that apply)

Delegating for Diehards (DOJ)
Effective Feedback (DOJ)
Foundational Skills for Future Supervisors (DOJ)
Managing Conflict (DOJ)
Problem Solving and Decision Making (DOJ)
Customer Service Excellence (DOJ)
Increasing Positivity in the Workplace (DOJ)
Effective Presentations (DOJ)
EEO classes (non-mandatory)
Communication classes (e.g., Toastmasters)
Continuing Education
Training through a membership in a professional legal association
Paralegal Development Program

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**

DEPARTMENT OF JUSTICE
LEGAL SUPPORT SUPERVISOR I
STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

(05)	Anywhere in the State
(0100)	Oakland
(1000)	Fresno
(1900)	Los Angeles
(3400)	Sacramento
(3700)	San Diego
(3800)	San Francisco

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

___ (D) Permanent - full time only.
___ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814